

NARRATIVE INTERIM REPORT

The State Historical Records Advisory Board of North Carolina

Award No. NAR07-RC-05706-07

“Disaster Preparedness Training Planning for Documentary Institutions”

North Carolina Department of Cultural Resources, Office of Archives and History

Jeffrey J. Crow, State Coordinator

August 31, 2007

The National Historical Publications and Records Commission (NHPRC) awarded grant NAR07-RC-05706-07 to the North Carolina State Historical Records Advisory Board (SHRAB) for a two-year period, February 1, 2007—January 31, 2009. This interim report covers activities under “Disaster Preparedness Training” for February 1, 2007—August 31, 2007.

The purpose of the Disaster Preparedness Training program is to provide the statewide education, resources, and guidance to North Carolina’s documentary and cultural repositories for developing and disseminating disaster preparedness plans (DPPs) with the ultimate goal of better protecting their collections during natural or human-caused disasters.

The objectives of the project are to:

- Identify and involve stakeholders—disaster preparedness personnel, emergency management and recovery personnel, and cultural resource management—in the process of providing education and hands-on training opportunities vis-à-vis disaster preparedness;
- Create, build, and strengthen networks among emergency management and cultural resource personnel;
- Provide resources, tools, and guidance to the repositories in developing DPPs; and
- Disseminate information about disaster preparedness planning through several communication channels.

Deliverables include:

1. An initial, tabulated survey assessing the state of existing DPPs for North Carolina institutions with documentary and archival collections;
2. A statewide conference and generated educational materials;
3. Regional workshops that assist cultural repositories in preparing DPPs;
4. North Carolina educational tools and resources (Web and hard copies);
5. A dedicated Web site that will host disaster preparedness tools and resources;
6. Final survey (with tabulated and analyzed results);
7. Program evaluation and final report to the NHPRC.

During the reporting period February 1—August 31, 2007, the North Carolina SHRAB met twice to shape this program. Project archivist, Ray Christian, was hired to administer and coordinate Disaster Preparedness Training for the SHRAB.

Mr. Christian has drafted a survey for cultural resources depositories that will determine the existence and thoroughness of their disaster preparedness plans. A copy of the draft survey is attached to this report. The staff of NC ECHO (North Carolina Exploring Cultural Heritage Online) has agreed to distribute this survey to their database of nearly 900 depositories. (NC ECHO is an initiative of the North Carolina State Library that has identified all of North Carolina's cultural depositories and has described their holdings in a database.) Survey results from the SHRAB survey will inform the development and delivery of the regional workshops the following year.

The conference, "Before Disaster Strikes: Networking to Protect Our Records" will be held November 14, 2007. Publicity strategies to promote the conference have included online announcements, a postcard, messages on listserves, verbal promotion and handouts at professional meetings, and workshops and website postings—the audience for these efforts chiefly being archivists, librarians, cultural depositories and state and local agency personnel. Vendors as well as individuals will participate in this daylong conference and there is good representation of emergency management personnel, archivists and state and local agencies on the agenda. Over 200 participants are expected to attend and members of SHRAB and staff of the State Archives will be presenters and/or moderators. The conference will also serve to promote the regional workshops with a closing announcement describing them and inviting registration.

Respectfully submitted,

Jeffrey J. Crow
State Coordinator
State Historical Records Advisory Board

Attachments:

- Draft Survey
- Conference Postcard
- Conference Agenda